



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 110-3	Subject: BATHING, HAIR CARE, AND PERSONAL ITEMS FOR RESIDENTS	
Chapter: SANITATION AND HYGIENE	Page 1 of 2	
Applicable ACA Standards:	Revision Date:	
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10	
Signature: /s/ <i>Steve Gibson</i>		

I. CENTERS DIRECTIVE:

All residents must be provided with adequate bathroom and hair care articles necessary to maintain acceptable standards of personal hygiene and bedding cleanliness. This procedure will be reviewed annually.

II. DEFINITIONS:

None

III. PROCEDURE:

A. The facility director shall ensure that the facility provides bathing facilities for residents that comply with the following minimum requirements:

1. One toilet and sink shall be available for every eight residents
2. One shower unit for every eight residents shall be available for use seven days a week.
3. Residents are encouraged to shower daily.
4. Toilet fixtures and showers should be of a sanitary design that is easily cleanable. These are to be kept clean and free of odors
5. Food service areas require especially sanitary conditions and shall have hand washing facilities.

B. Shower Safety

The facility director shall ensure that all shower units are designed with the following minimum features:

1. Thermostatic temperature controls
2. Nonskid flooring
3. Handrails

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C. Sleeping Area Supplies

At a minimum, each resident shall be provided with a bed, mattress and pillow, supply of bed linen, chair, and closet/locker space for the storage of personal items in the sleeping area. Sheets, towels, and pillowcases shall be laundered, with a laundry exchange weekly. Mattresses shall be regularly checked for comfort, damage, and soiling. Mattress pads shall be provided on each mattress for protection and hygiene.

D. Personal Hygiene Articles

The facility will provide residents with personal hygiene items. Items include but are not limited to the following:

1. Soap
2. Toothbrush
3. Toothpaste
4. Comb
5. Toilet paper
6. Feminine hygiene products
7. Deodorant

E. Personal Appearance

All changes in a resident's personal appearance are to be done by a professional. For example; changing hair color, perms, or acrylic nails

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

None

VI. ATTACHMENTS:

None